

CSS Portal - Certificate of Occupancy - Instructions

Step 1: Login the CSS Portal

Step 2: Hover your cursor over "Apply", as shown below.

Step 3: Select "Miscellaneous - Investigations", as shown below.

The screenshot displays the CSS Portal dashboard for the City of Upland, California. The browser address bar shows the URL `airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/dashboard`. The dashboard header includes the City of Upland logo and a navigation bar with the following items: Dashboard, Fee Estimator, Apply (circled in red), View, Report, Search, Help, and Calendar. Below the navigation bar, there are two main sections: PERMITS and PLANS. The PERMITS section lists several categories, with 'Miscellaneous - Investigations' highlighted by a red arrow. The PLANS section lists categories like 'Zoning Clearance - Zoning Clearance Review' and 'Accessory Dwelling Unit'. At the bottom of the dashboard, there is a link to 'View My Permits'.

Dashboard

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/dashboard

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CITY OF UPLAND CALIFORNIA INCORPORATED IN 1906

Dashboard Fee Estimator **Apply** View Report Search Help Calendar

PERMITS

- > Combo - Residential Bathroom Alt
- > Combo - Residential Kitchen Alt
- > Electrical - Residential Repair
- > Mechanical - Residential Repair
- > **Miscellaneous - Investigations**
- > All (65)

PLANS

- > Zoning Clearance - Zoning Clearance Review
- > Accessory Dwelling Unit
- > Sign Plan - Downtown A-Frame
- > Sign Plan
- > Sign Plan - Sign Program
- > All (20)


View My Permits

Step 4: Proceed to add your business address.

Apply for Permit

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/permit/apply/51/0

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Dashboard

Fee Estimator

Apply

View

Report

Search

Help

Calendar

Apply for Permit - Miscellaneous - Investigations

REQUIRED

1

2

3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Summary

LOCATIONS

Location

Add Location

+

REQUIRED

Save Draft

Next

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Step 5: Ensure "Miscellaneous - Investigations" is selected.

Step 6: Under description, Enter "C of O" and your business name.

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Apply for Permit - Miscellaneous - Investigations ^{*REQUIRED}

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

PERMIT DETAILS

* Permit Type 

Description

Back Save Draft Next

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
Step 7: Enter your contact information.

Apply for Permit

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Apply for Permit - Miscellaneous - Investigations

REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5


Attachments

6

Summary

CONTACTS


Online Applicant



John Upland (You)
City of Upland Test
460 N. Euclid Ave., Upland,
CA, 91786

Architect/Engineer

Add Contact



Back

Save Draft

Next

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Step 8: On the "More Info" screen, scroll all the way to the bottom, and Select "Next"

Apply for Permit - Miscellaneous - Investigations *REQUIRED

Locations Type Contacts **More Info** Attachments Summary

MORE INFO

General Fees

Only use the selection below if the project is not R2/R3, and is less than 50,000 square feet. Use the check boxes to the left of the names below to choose the Primary Occupancy/Construction type. If this project has multiple types, the other(s) may be added from the "Add Fee" button on the Fees tab. Once you click add fee, simply plug square footage of the new occupancy type in the pop-up box and the fee will calculate accordingly.

☐ A1 - A3: Type 1&2FR, A/B

☐ A1 & A3: Type 1&2FR, 3-1HR, A/B, 4, 5-1HR, A/B

☐ A1 & A3: Type 1&2FR, 3-1HR, A/B

Plan Check Revisions

STRUCTURE

Number of Structures (Demo Only)

Back Save Draft **Next**

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
Step 9: Upload a copy of the "Floor Plan" for the business.

Apply for Permit

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Dashboard Fee Estimator Apply View Report Search Help Calendar


Apply for Permit - Miscellaneous - Investigations *REQUIRED

Locations Type Contacts More Info Attachments Summary

Attachments

click or drag files

Add Attachment



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

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Click here to upload your floor plan.

Step 10: On the "Summary" screen, scroll all the way to the bottom, and Select "Submit"

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Locations Type Contacts More Info Attachments Summary

Locations

Location 1 460 N Euclid Ave, Upland, CA, 91786



Plans Examiner

Plan Check Revisions

STRUCTURE

Number of Structures (Demo Only)

Previous Section | Top | Main Menu

Attachments

Back Save Draft Submit

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Your application is now submitted. The Building and Safety Division will review your application for completeness, process the fees, and send you an invoice. Once your application is accepted, and the fees have been paid, you can schedule an inspection.

To schedule an inspection, please visit: <https://www.uplandca.gov/schedule-inspection>

1202200349

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/permit/a2d70a66-4fba-4046-a2a0-dfb977d771f6?success

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Dashboard Fee Estimator Apply View Report Search Help Calendar

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: 1202200349

- Permit cannot be printed at this time. Permit has not been issued.
- Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type:	Miscellaneous - Investigations	IVR Number:	112473	Applied Date:	11/14/2022
Status:	Online Submission	Project Name:		Issue Date:	
District:		Assigned To:		Expire Date:	
Finalized Date:					
Description:	C of O - Business Name				

Locations Fees Reviews Inspections eReviews Attachments Contacts Sub-Records Holds Meetings More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	460 N Euclid Ave Upland, CA 91786

Results per page 10 1 - 1 of 1 << < 1 > >>